



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 07-74

DEPARTMENT Colorado Dept. of Public Health and Environment	DIVISION Water Quality Control Division	SECTION Outreach and Assistance Unit. Source Water Assessment and Protection Program (SWAP) and Wellhead Protection Program	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Delineation files and supporting documents.	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	<ul style="list-style-type: none">Records are created by WQCD staff, systems operators & owners or contractors.Records are kept in the WQCD Outreach and Assistance records center unless moved offsite for long-term or permanent retention. <p><i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. Records are submitted and stored in paper and electronic format. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i></p>
2.	Contaminant inventory files and supporting documents.	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	
3.	Susceptibility analysis files and supporting documents.	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	
4.	Final report, appendices and maps. Includes supporting documents.	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	
5.	Successful solicitation files (RFP, BID) and related documents.	Record copy: Retain for 6 years after contract expires then destroy. Duplicates: Retain until no longer needed then destroy.	
6.	Unsuccessful solicitation files (RFP, BID) and related documents.	Retain for 2 years after contract expires then destroy. Duplicates: Retain until no longer needed then destroy.	
7.	CDPHE SWAP database.	Record copy: Permanent.	
8.	Outreach and workshop documents which include general program questions from the public, educational materials and reference materials.	Record copy: Retain 5 years or until no longer needed then destroy. Duplicates: Retain until no longer needed then destroy.	
9.	Annual report to EPA on SWAP/Wellhead Protection programs.	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketchum</i>	Date <i>4/11/2007</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>10-23-2006</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>7/18/07</i>	State Auditor's Signature <i>Debbie K. Koff</i>	Date <i>6/18/07</i>